

Office of Legislative and Intergovernmental Affairs (OLIA) and Office of Inspector General (OIG) Quick Reference Guide



OLIA and OIG Quick Reference Guide

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The purpose of this document is to provide OLIA and OIG staff with a step-by-step process for completing the review Award file task (OIG) and the clear Award file task (OLIA)

Completing the Review Award File Task – OIG

Step 1: Log into Grants Online by entering your Username and Password.

The screenshot shows the NOAA Grants Online homepage. At the top left is the NOAA Grants Online logo. The main heading is "Welcome to Grants Online". Below this, there are several sections: "General Public" (with a link to "Public Search"), "Reviewers" (with links to "Access current applications assigned to you" and "Submit your review comments and scores"), and "NOAA Grants Online is the premier Federal solution for full life-cycle grants management processing." On the left side, there are links for "NOAA H...", "DOC Ho...", "Grants.gov", and "Grants Management Division". In the center, there is a red box with the text "Username and Password Fields" and two red arrows pointing to the "Username" and "Password" input fields in the login form. The login form also includes a "Password Lookup" link and an "Enter" button. At the bottom, there is a footer with the NOAA logo, publication information, and links for "Accessibility", "Privacy Policy", and "Security Policy".

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Step 2: Select the **Inbox** tab, followed by the **Tasks** link.

NOAA Grants Online

Welcome to Grants Online Johnnie Frazier

Advisories

Advisory Date	Advisory
05/26/2006 03:09 PM	***All GMD Users*** Please be advised, the Grants Online Training website http://www.corporateservices.noaa.gov/~grantsonline/gol_training.html now includes the following GMD MANUALS: 1. Grants Online System Navigation 2. Reviewing and Approving Award Files for New Awards and Continuations 3. RFA Publisher: Publishing an RFA

Step 3: The following screen is the **Task Inbox** page. Select the **View** link for the **Review Award File** task.

NOAA Grants Online

Welcome to Grants Online Johnnie Frazier

Inbox Tasks

Document Type: All Status: Open Apply Filter >>

One item found. 1

View Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	FFO Number	Applicant Name	Proposal Number
View 233221	NA06NMF4330278	Review Award File	Not Started	Award File	2047746			NMFS-SW-2006-2000753	University of Chicago	N/A

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Step 4: The following screen is the **Task Launch** page. From the action drop down menu you may select from the following options:

- **Approve Award File:** This action allows you to approve the **Award** and completes the **Review Award file** task. Upon selecting this action and selecting **Submit**, the task is removed from your inbox.
- **Return Award File to Grants Specialist:** This action allows you to return the Award file to the Grants Specialist for revisions. Select this option if you are not approving the Award file. Be sure to include your explanation(s) for returning the Award file in the COMMENTS field. Please note you must enter and save your comment before you can select an action. Upon selecting this action and selecting **Submit**, the task is removed from your inbox.

Before selecting an action, you may verify the Award information in the **Award File Header Information** section, which includes:

- **Program Office and Program Officer**
- **Estimated Federal Funding and Non-Federal Funding**
- **Grants Specialist**
- **Organization**
- **Project Title**

In addition, you may access the **Federal Assistance Information Sheet** by selecting the **Federal Assistance Information Sheet ID** from the **Sub Documents** section.

NOAA Grants Online

Home | Inboxes | RFA | Application | Award | Account Management | System Administration | Manage Certifications | Reports | Help | Log Off

Welcome to Grants Online. Welcome to Grant

Award File 0 - NAO6NMF4330278

Id: 2047746
Creator: System Account
Create Date: 06/05/2006
Status: Award File 0 Review: Award File: Not Started
Status Date: 06/05/2006
Last Edited User: System Account

Action: Please select an action [Submit]
[Approve Award File]
[Return Award File to Grants Specialist]

Comment:

[Spell Check] [Save Comment]

[View previous workflow history and comments >>](#)

[Add/Remove Attachments](#)

Pending Actions
Nothing found to display.

Award File Header Information

CFDA Number: 11.433	Award File Period: 06/01/2006 - 06/01/2007	Program Office: Fisheries Southwest Re (SW)
Program Officer: Nazir Finamen	Program Officer Phone: 111-111-1111	Program Officer Email: test@aa.com
Federal Funding: \$300,000.00	Non Federal Funding: \$0.00	Grants Specialist: Regina A. Evans
Project Title: gmd manual		
Organization Name: University of Chicago		
Multi-Year: No		

Sub Documents

Task	ID	Title	Creator	Create Date	Last Action	Status	Status Date
Application	2047746	University of Chicago - gmd manual	Nazir Finamen	06/05/2006	Regina Evans	Program Officer Actions Complete	06/07/2006
CD450	2047746	gmd manual	System Account	06/05/2006	System Account	Regulations Complete In Progress	06/05/2006
PO Checklist	2047746	gmd manual	System Account	06/05/2006	System Account	Program Officer Actions Complete	06/05/2006
NEPA	2047746	gmd manual	System Account	06/05/2006	System Account	NEPA Official Actions Complete	06/05/2006
GMD Checklist	2047746	gmd manual	System Account	06/05/2006	System Account	Approve NEPA Document In Progress	06/05/2006
Procurement Request and Commitment of Funds	2047746	gmd manual	System Account	06/05/2006	System Account	Approved	06/05/2006
Federal Assistance Information Sheet	2047746		Nazir Finamen	06/05/2006	Regina Evans		06/07/2006

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Step 5: Upon selecting the **Federal Assistance Information Sheet ID** from the **Sub Documents** section (see step 4), the Federal Assistance Information Sheet (FAIS) page is displayed. Review the detailed Award information, which includes:

- **Bureau Name**
- **Name and Address of Applicant**
- **Applicant Contact Name, Title and Telephone Number**
- **Applicant Congressional District**
- **Award Number**
- **Proposed Federal Funding**
- **CFDA Number and Program Name**
- **Scope Of Work**

After reviewing the detailed Award information, select the link entitled **Return to Award File** to return to the Award file and the task launch page.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A 'Log Off' button is also present. The main content area is titled 'Federal Assistance Information Sheet (FAIS)' and displays the following information:

- 1. Bureau Name**
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
- 2. Name and Address of Applicant**
University of Chicago
1025 E. 57th St
Chicago, IL 60637 USA
- 3. Applicant Contact Name, Title and Telephone Number**
- 4. Applicant Congressional District**
- 5. Award Number**
NA06NMF4330278
- 6. Proposed Federal Funding**
\$ 300,000.00
- 7. CFDA Number and Program Name**
11.433 Marine Fisheries Initiative
- 8. Scope Of Work**
gmd manual, GMD Manual 6/5

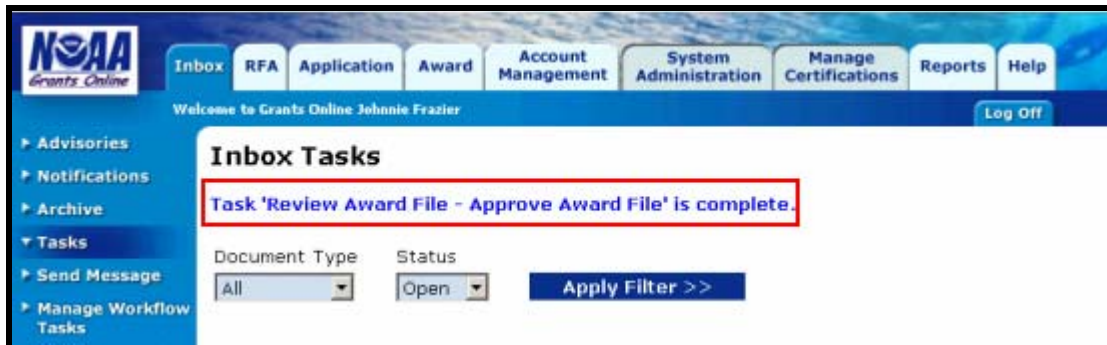
At the bottom of the page, there is a link labeled 'Return to Award File'.

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Step 3: Upon selecting the **Approve Award File** action, the following note is displayed:

- Task “**Review Award File – Approve Award File**” is complete

This completes the **Review Award File** task.



Step 4: Upon selecting the **View previous workflow history and comments** link, the **Workflow History** Page is displayed. The workflow history shows current tasks as well as completed tasks. For our example below, the workflow indicates the Program Officer forwarded the Award file to the Grants Specialist on June 9, 2006. The Grants Specialist sent the Award File to OIG on June 9, 2006 as well. In addition, any comments made by the users are also listed in the **User Comments** section.

Award File 0 - NA06NMF4330280 WorkFlow History Page							
3 items found, displaying all items.1							
Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-06-09 15:37:37.0		Regina A. Evans	GrantsSpecialist	ForwardToOIG	In Progress	Grants Specialists comments are displayed here
Review Award File			Johnnie Frazier	OIG		Not Started	
Certify/Revise Award File	2006-06-09 14:08:44.0	2006-06-09 14:08:44.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Program Officer Comments are displayed here
Cancel							

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Return Award File to Grants Specialist

Step 1: Upon review of the detailed Award information, to return the Award file to the Grants Specialist without approving it, select the **Inbox** tab followed by the **Tasks** link. Select the **View** link for the **Review Award File** task.

Document Type: All Status: Open Apply Filter >>

One item found: 1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	EO Number	Applicant Name	Proposal Number
View	233221	NA06NMF4330278	Review Award File	Not Started	Award File	2047746			NMFS-SW-2006-2000753	University of Chicago	N/A

Step 2: The following screen is the **Task Launch** page. From the action drop down menu select **Return Award File to Grants Specialist** followed by the **Submit** button. This action completes the task. Be sure to include your explanation(s) for returning the Award file in the COMMENTS field. Please note you must enter and save your comment before you can select an action. To view the previous workflow history and comments select the **View previous workflow history and history comments** link (see step 4).

Award File 0 - NA06NMF4330278

Id: 2047746
Creator: System Account
Status: Award File 0 Review Award File: Not Started
Last Edited User: System Account

Create Date: 06/05/2006
Status Date: 06/05/2006

Action: Please select an action Submit

Comment: Return Award File to Grants Specialist

Spell Check

Save Comment

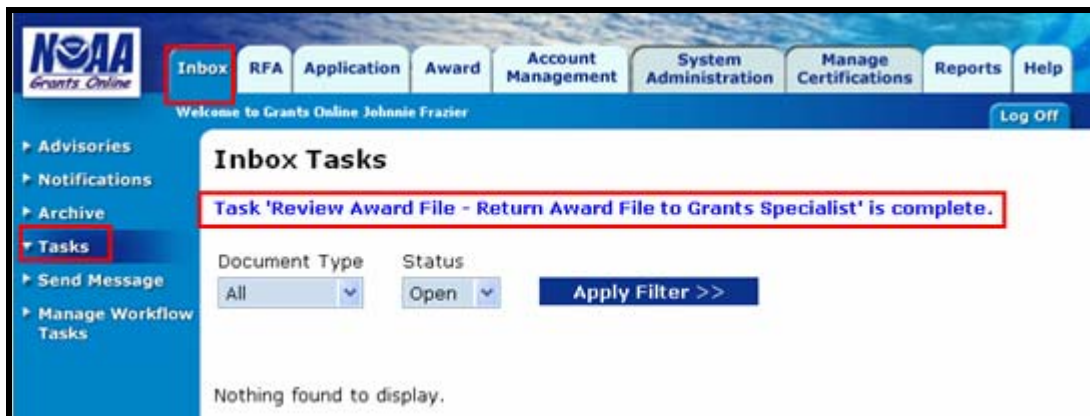
[View previous workflow history and comments >>](#)

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Step 3: Upon selecting the **Return Award File to Grants Specialist** action, the following note is displayed:

- Task “**Review Award File – Return Award File to Grants Specialist**” is complete

This completes the **Review Award File** task.



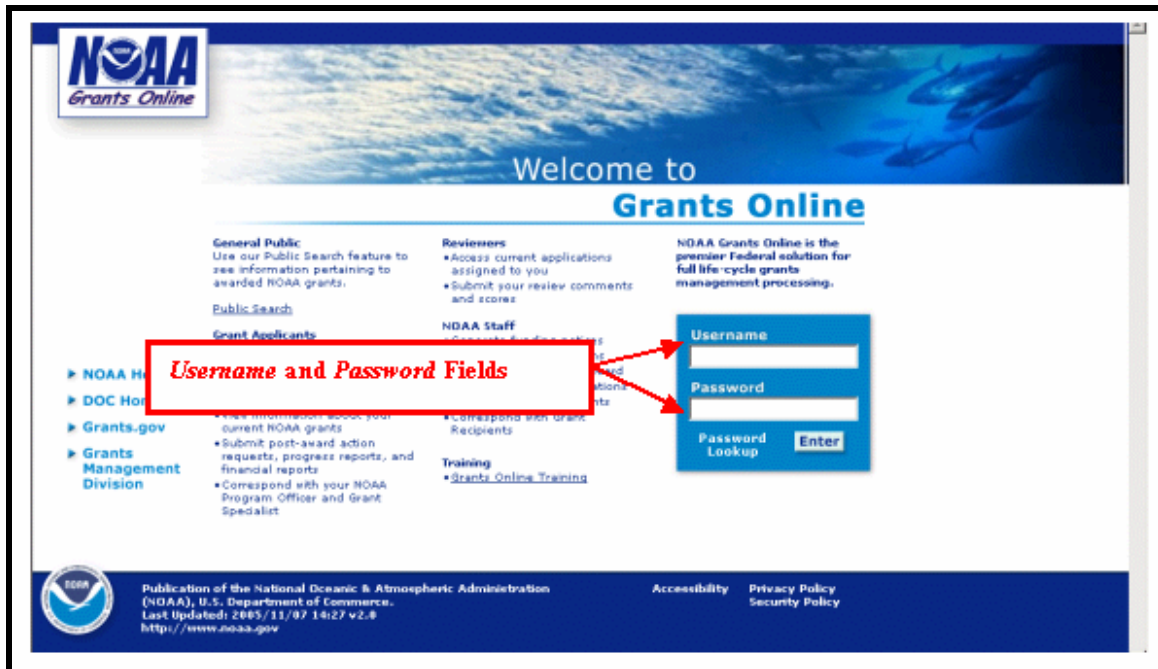
Step 4: Upon selecting the **View previous workflow history and comments** link, the **Workflow History** Page is displayed. The workflow history shows current tasks as well as completed tasks. For our example below, the workflow indicates the Program Officer forwarded the Award file to the Grants Specialist on June 9, 2006. The Grants Specialist sent the Award File to OIG on June 9, 2006 as well. In addition, any comments made by the users are also listed in the **User Comments** section.

Award File 0 - NA06NMF4330280 WorkFlow History Page							
3 items found, displaying all items.1							
Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-06-09 15:37:37.0		Regina A. Evans	GrantsSpecialist	ForwardToOIG	In Progress	Grants Specialists comments are displayed here
Review Award File			Johnnie Frazier	OIG		Not Started	
Certify/Revise Award File	2006-06-09 14:08:44.0	2006-06-09 14:08:44.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Program Officer Comments are displayed here
Cancel							

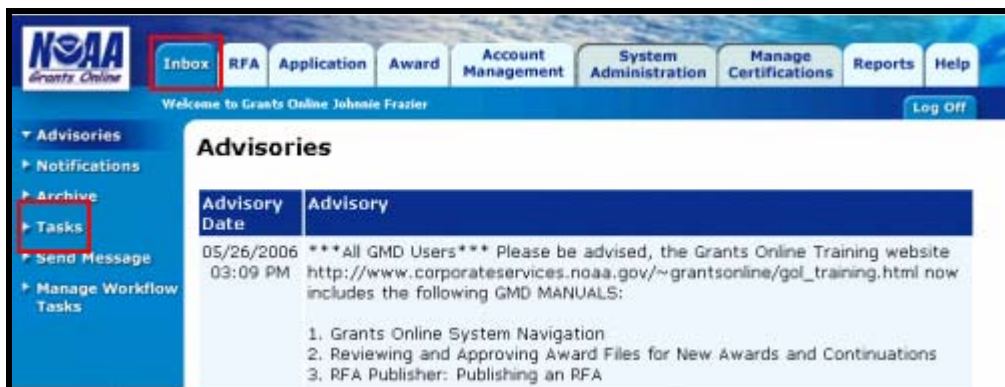
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Completing the Clear Award File Task - OLIA

Step 1: Log into Grants Online by entering your Username and Password.



Step 2: Select the **Inbox** tab, followed by the **Tasks** link.



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Step 3: The following screen is the **Task Inbox** page. Select the **View** link for the **Clear Award File** task.

2 items found, displaying all items. 1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name	Proposal Number	Total Federal Funding
View	233307	NA06NMF4330280	Clear Award File	Not Started	Award File	2047787			University of Chicago	N/A	\$100,000.00

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Step 4: The following screen is the **Task Launch** page. From the action drop down menu you may select from the following options:

- **Clear Award File:** This action allows you to approve the **Award** and completes the **Clear Award file** task. Upon selecting this action and selecting **Submit**, the task is removed from your inbox.
- **Hold Award File:** This action allows you to hold the Award file. Select this option if you are not approving the Award file. Be sure to include your explanation(s) for returning the Award file in the **COMMENTS** field. Please note you must enter and save your comment before you can select an action.

Before selecting an action, you may verify the Award information in the **Award File Header Information** section, which includes:

- **Program Office and Program Officer**
- **Estimated Federal Funding and Non-Federal Funding**
- **Grants Specialist**
- **Organization**
- **Project Title**

In addition, you may access the **Federal Assistance Information Sheet** by selecting the **Federal Assistance Information Sheet ID** from the **Sub Documents** section.

NSAA
Award File 0 - NAO6NMF4330280
Id: 2047787
Creator: System Account
Create Date: 06/09/2006
Status: Award File 0 Clear Award File Not Started
Status Date: 06/09/2006
Last Edited User: System Account

Action: Please select an action Submit
Comment: Please select an action
Clear Award File
Hold Award File
Spell Check
Save Comment
View previous workflow history and comments >>>

[View/Add/Remove Attachments](#)

Pending Actions
Nothing found to display.

Award File Header Information					
CFDA Number:	11.433	Award File Period:	06/01/2006 - 06/01/2007	Program Office:	Fisheries Southwest Re (SW)
Program Officer:	Nazir Phamen	Program Officer Phone:	111-111-1111	Program Officer Email:	test@aa.com
Federal Funding:	\$306,000.00	Non Federal Funding:	\$0.00	Grants Specialist:	Rosina A. Evans
Project Title:	gmd manual				
Organization Name:	University of Chicago				
Multi-Year:	No				

Sub Documents

Attn: Look, displaying all items: 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Application	2047785	University of Chicago gmd manual	Nazir Phamen	06/05/2006	Rosina Evans	Program Officer Actions Complete	06/07/2006
CD450	2047780	gmd manual	System Account	06/05/2006	System Account	Negotiations Complete	06/05/2006
PO Checklist	2047786	gmd manual	System Account	06/05/2006	System Account	Program Officer Actions Complete	06/05/2006
NEPA	2047789	gmd manual	System Account	06/05/2006	System Account	Certify PO Checklist Complete	06/05/2006
GMD Checklist	2047783	gmd manual	System Account	06/05/2006	System Account	NEPA Official Actions Complete	06/05/2006
Procurement Request and Commitment of Funds	2047742	gmd manual	System Account	06/05/2006	System Account	Approved	06/05/2006
Federal Assistance Information Sheet	2047784		Nazir Phamen	06/05/2006	Rosina Evans		06/07/2006

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Step 5: Upon selecting the **Federal Assistance Information Sheet ID** from the **Sub Documents** section (see step 4), the Federal Assistance Information Sheet (FAIS) page is displayed. Review the detailed Award information, which includes:

- **Bureau Name**
- **Name and Address of Applicant**
- **Applicant Contact Name, Title and Telephone Number**
- **Applicant Congressional District**
- **Award Number**
- **Proposed Federal Funding**
- **CFDA Number and Program Name**
- **Scope Of Work**

After reviewing the detailed Award information, select the link entitled **Return to Award File** to return to the Award file and the task launch page.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A 'Log Off' button is also present. The main content area is titled 'Federal Assistance Information Sheet (FAIS)' and displays the following information:

- 1. Bureau Name**
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
- 2. Name and Address of Applicant**
University of Chicago
1025 E. 57th St
Chicago, IL 60637 USA
- 3. Applicant Contact Name, Title and Telephone Number**
- 4. Applicant Congressional District**
- 5. Award Number**
NA06NMF4330278
- 6. Proposed Federal Funding**
\$ 300,000.00
- 7. CFDA Number and Program Name**
11.433 Marine Fisheries Initiative
- 8. Scope Of Work**
gmd manual, GMD Manual 6/5

At the bottom of the page, there is a link labeled 'Return to Award File'.

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Clearing the Award File

Step 1: Upon review of the detailed Award information, to approve the Award file select the **Inbox** tab followed by the **Tasks** link. Select the **View** link for the **Clear Award File** task.

2 items found, displaying all items.1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name	Proposal Number	Total Federal Funding
View	233307	NA06NMF4330280	Clear Award File	Not Started	Award File	2047787			University of Chicago	N/A	\$100,000.00

Step 2: The following screen is the **Task Launch** page. From the action drop down menu select **Clear Award File** followed by the **Submit** button. This action completes the task. Please note you may enter comments in the COMMENT field but the comments must be entered and saved before selecting the **Clear Award File** action. To view the previous workflow history and comments select the **View previous workflow and history comments** link (see step 4).

Award File 0 - NA06NMF4330280

Id: 2047787
Creator: System Account
Status: Award File 0 Clear Award File Not Started
Last Edited User: System Account

Create Date: 06/09/2006
Status Date: 06/09/2006

Action: Please select an action [Submit](#)

Comment: Please select an action
Clear Award File
Hold Award File

[Spell Check](#)

[Save Comment](#)

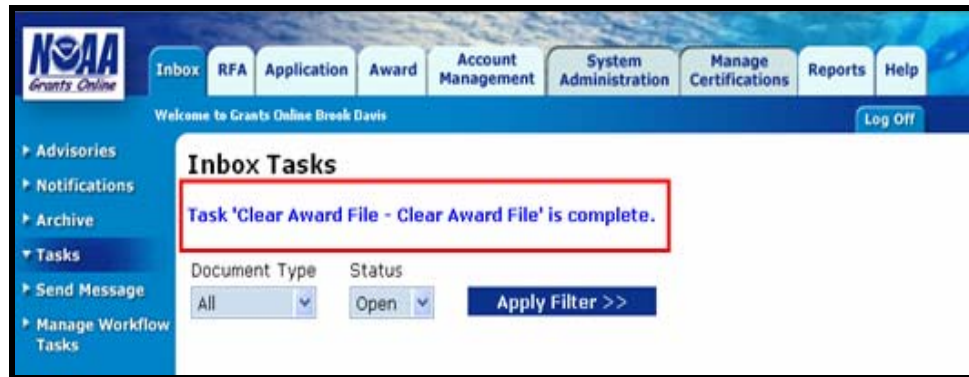
[View previous workflow history and comments >>](#)

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Step 3: Upon selecting the **Clear Award File** action, the following note is displayed:

- Task “Clear Award File – Clear Award File” is complete

This completes the **Clear Award File** task.



Step 4: Upon selecting the **View previous workflow history and comments** link, the **Workflow History Page** is displayed. The workflow history shows current tasks as well as completed tasks. For our example below, the workflow indicates the Program Officer forwarded the Award file to the Grants Specialist on June 6, 2006. The Grants Specialist sent the Award File to OLIA on June 6, 2006 as well. In addition, any comments made by the users are also listed in the **User Comments** section.

Award File 0 - NA06NMF4330278 WorkFlow History Page							
Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-06-05 11:07:05.0		Regina A. Evans	GrantsSpecialist	ForwardToOLIA	In Progress	
Clear Award File	2006-06-12 11:32:26.0		Brook Davis	OLIA	HoldAwardFile	In Progress	
Certify/Revise Award File	2006-06-05 11:05:33.0	2006-06-05 11:05:33.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	
Cancel							

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Holding the Award

Step 1: Upon review of the detailed Award information, to hold the Award file, select the **Inbox** tab followed by the **Tasks** link. Select the **View** link for the **Clear Award File** task.

Document Type: All Status: Open Apply Filter >>

2 items found, displaying all items: 1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name	Proposal Number	Total Federal Funding
View	233307	NA06NMF4330280	Clear Award File	Not Started	Award File	2047787			University of Chicago	N/A	\$100,000.00

Step 2: The following screen is the **Task Launch** page. From the action drop down menu select **Hold Award File** followed by the **Submit** button. This action completes the task. Be sure to include your explanation(s) for holding the Award file in the **COMMENTS** field. Please note you must enter and save your comment before you can select an action. To view the previous workflow history and comments select the **View previous workflow and history comments** link (see step 5).

Award File 0 - NA06NMF4330280

Id: 2047787
Creator: System Account
Status: Award File 0 Clear Award File Not Started
Last Edited User: System Account

Create Date: 06/09/2006
Status Date: 06/09/2006

Action: Please select an action Submit

Comment: Clear Award File Hold Award File

Spell Check

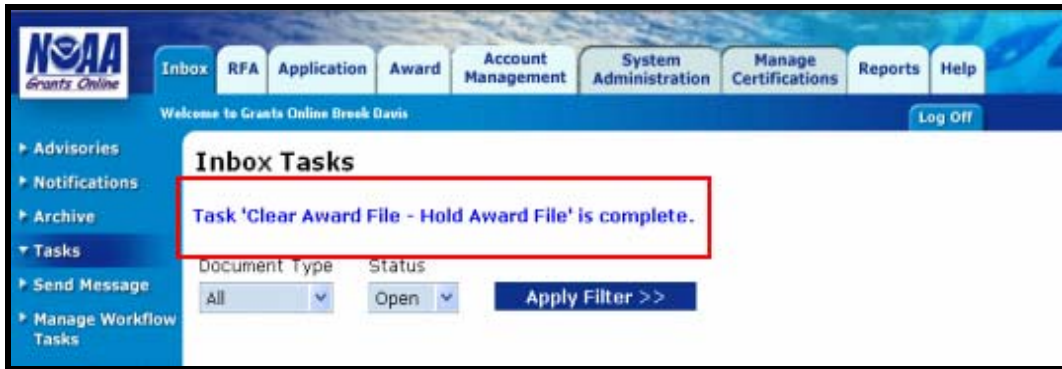
Save Comment

View previous workflow history and comments >>

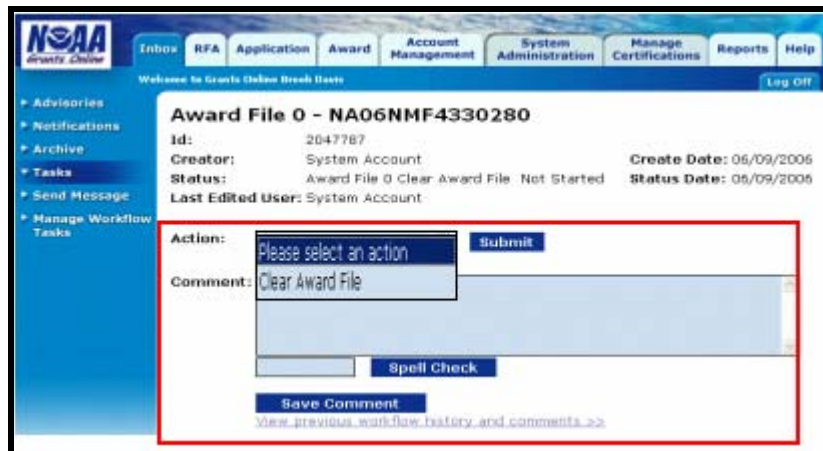
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Step 3: Upon selecting the **Hold Award File** action, the following note is displayed:

- Task “Task Clear Award File – Hold Award File” is complete



Step 4: The **Clear Award File** task remains in your inbox. From the action drop down menu, the only available option now is **Clear Award File** (see page 15 to review the process for the **Clear Award File** option).



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Step 5: Upon selecting the **View previous workflow history and comments** link, the **Workflow History Page** is displayed. The workflow history shows current tasks as well as completed tasks. For our example below, the workflow indicates the Program Officer forwarded the Award file to the Grants Specialist on June 6, 2006. The Grants Specialist sent the Award File to OLIA on June 6, 2006 as well. In addition, any comments made by the users are also listed in the **User Comments** section.

Award File 0 - NA06NMF4330278 WorkFlow History Page							
<u>Name</u>	<u>Date Started</u>	<u>Date Completed</u>	<u>Performer</u>	<u>Role</u>	<u>Action Taken</u>	<u>Current Status</u>	<u>User Comments</u>
Review Award File	2006-06-05 11:07:05.0		Regina A. Evans	GrantsSpecialist	ForwardToOLIA	In Progress	
Clear Award File	2006-06-12 11:32:26.0		Brook Davis	OLIA	HoldAwardFile	In Progress	
Certify/Revise Award File	2006-06-05 11:05:33.0	2006-06-05 11:05:33.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	
<input type="button" value="Cancel"/>							